



513-363-3000  
1339 Herschel Ave  
pta@kilgourpta.org

# KILGOUR 101 - QUICK REFERENCE GUIDE

## DROP-OFF/ARRIVAL

**All students are dropped off at the front entrance of the school.** Students enter through the front door where staff will direct them through the cafeteria to the playground on out-days.

**Classes line up outside at 9:10 a.m.** (A bell rings and the children "freeze" in place until the playground supervisor blows a whistle to line up with their class quietly and without running.)

### Kindergartners only:

Kindergartners stay in the Kindergarten playground areas and line up there.

### On rainy, snowy or cold days (aka in-days):

- Kindergarten – 3<sup>rd</sup> grades enter through the front doors and assemble by their classroom door.
- Grades 4<sup>th</sup>-6<sup>th</sup> enter through the front and assemble in the cafeteria for teacher pickup.

**Playground supervision begins at 9:00 a.m. Children are not allowed on campus before 9:00 a.m. without a parent or guardian to supervise them.**

**Tardy bell rings at 9:15 a.m. If your child arrives after 9:15 a.m. they must report to the office for an admittance slip.**

Tardiness may be excused if the student brings a note signed by the parent or guardian stating an acceptable reason as determined by the admitting staff member.

## PARKING

**Parking lots are for STAFF ONLY and for senior tutor/volunteer parking.**

Please show cooperation and refrain from parking in Kilgour's lots. By parking in designated staff spaces, we prevent staff from reporting to student locations on time, providing instruction and causing delay to the educational process. We value our students educational experience and as a result, remind and ask again:

**PARENTS/GUARDIANS to NOT PARK OR DROP OFF/PICKUP in the parking lots. Please park on Herschel or on side streets.**

## BREAKFAST & LUNCH

**Breakfast:** Free breakfast is available for all students in the cafeteria from **9:00 a.m. to 9:10 a.m.** each day.

**Lunch:** Hot lunches are available daily as well as regular or chocolate milk. If your child wishes to purchase a hot lunch, he or she needs to **pay for it before school in the cafeteria.**

**Lunch cost is \$1.75 per meal including milk.**

Parents are welcome to join their child for lunch, however, seating is limited and you **must sign-in first in the main office.**

## DISMISSAL

**Kindergartners & 1st Grade: 3:35pm**

**2nd - 6th Grade: 3:45pm**

**Bus riders:** The buses will load in the parking lot near the playground and are supervised by school faculty/staff.

**Bus riding students must board the bus unless they have written permission from a parent/guardian for other arrangements.** No student who is not an approved bus rider may ride the bus (ex: no student can ride bus home for play date).

**Car Riders:** All students are given a number. Display the number in your car in the car rider line and your student is called out to your car.

**Walkers:** Escorted to the side or front entrance. A crossing guard will be located on designated streets for assistance.

**There is no playground/on-grounds or staff supervision provided after school dismissal.** All Students are to leave school grounds after school unless attending CRC or an extracurricular activity. No students may stay after school to play on the playground or soccer field or with friends, without prior approved parent/adult supervision.

**Late Pickups:** Notify the school office if you're going to be late. It's best to have a back-up plan in place for such occurrences. **A student must have written permission from a parent/guardian to leave school with a friend or adult other than parent/guardian.** In order to secure a safe environment parent/guardian are asked to adhere to these policies.

## VISITORS

All visitors are to report to the main office through the front doors and **sign-in, obtain and wear a Visitors Badge upon arrival.** If there's a need to drop off an item (lunch, homework, etc.) visitors/parents are to report to the main office (not classroom) and **the student will be called down to the office to pick up the item.**

## BEFORE & AFTER SCHOOL PROGRAM

A Before and/or After school supervised program is available through the **Cincinnati Recreation Commission.** Contact the Oakley CRC at 513-321-9320 for details. **Care is available beginning at 7am and after care until 6pm. Mon – Fri.**

## PET POLICY

**NO PETS ON SCHOOL PROPERTY.** Due to various allergies and phobias, pets are not permitted on school grounds, especially during ARRIVAL and DISMISSAL. For the safety of everyone, **PLEASE DO NOT tie dogs to the tree, fence or other areas on the school property.** Pets are asked to be kept on the front sidewalks (public areas).



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## ABSENCES

Students are expected to be in school on time each day.

**DO NOT SEND STUDENTS WITH:**

**\*fever \*vomiting \*diarrhea**

**\*highly contagious conditions (impetigo, pink eye, etc.)**

**Call the office at 363-3000 to report your child's absence that day.** For the well-being of all school community members, students are asked to be **"fever free" for at least 24 hours before returning to school.**

**Written Excuse:** Students returning to school after an absence **must have a written excuse** from their parent/guardian indicating the date, reason for the absence, the student's name, phone number, & must be signed by the parent/guardian. If an absence is unexcused, missed schoolwork or tests may not necessarily be made up.

## ILLNESS @ SCHOOL

Kilgour currently has a Health Assistant. **If your child becomes ill, the teacher will send him/her to the health office and the health assistant will contact you about your child's illness.**

- Teach your child to **cough into his/her elbow** instead of his/her hands to help decrease the spread of germs in the classroom.
- Instruct your child to **wash his/her hands** after using the restroom and before eating.

**Emergency Phone Number:** The school office needs a phone number to reach someone in case of illness or an emergency. There have been instances when a sick child has had to wait at school for hours. **Notify the school of phone number changes immediately!**

## MEDICINE @ SCHOOL

A Cincinnati Public School Dispensing of Medication by School Personnel form is **required to be completed by the prescribing physician for each medication (including over the counter) your child is to receive at school.** The medication will be locked in a cabinet in the Health Office and administered by a designated member of the school staff.

**Inhalers:** Inhalers are allowed to be in a student's possession if we have a medication form on file.

## POWERSCHOOL

PowerSchool is the computer system used by CPS to keep track of student info. It helps parents be an active part of their children's education and keep track of academic progress on a daily basis.

**Access Here:** <https://powerschool.cps-k12.org/public/>  
or free App via Apple Store or Google Play.

## SCHOOL PHONE NUMBER

**School Office: 513-363-3000**

Please show your cooperation and patience when contacting.

## PHONE CALLS/VOICEMAILS/EMAILS

**Classroom teachers and staff have a direct telephone number, voicemail and e-mail.** Please no calls to the classroom during the school day - it interrupts the instructional program. Voicemail messages may be left on the teacher's voicemail during school hours.

## SEVERE WEATHER PROCEDURES

When severe weather is predicted or occurs, parents should **check out the CPS website or local television and radio stations** for announcements about school closings or delays. Alerts are also available on the CPS mobile app. **The most complete, detailed information is available on the district website [www.cps-k12.org](http://www.cps-k12.org) including procedure FAQs.**

**Early Dismissals:** CPS rarely dismiss schools early, but does happen occasionally. Please make sure the school office has the correct emergency contact info and a local phone number on file.

## DAILY FOLDERS & TUESDAY ENVELOPES

**Grades K-2nd:** A folder is **sent home daily** with homework packets, schoolwork and important information from teachers and school staff.

**Grades 3rd-6th:** Tuesday Envelopes are **sent home weekly.** However, check your child's backpack daily for important info.

**Sending Information:** Use daily folders or Tuesday Envelopes to send letters to school with your child for his/her teacher, other school staff, or school organizations.

## WEBSITES, FACEBOOK & "SYNOPSIS"

[www.kilgour.cps-k12.org](http://www.kilgour.cps-k12.org)

Kilgour's PTA: [www.kilgourpta.org](http://www.kilgourpta.org) CPS: [www.cps-k12.org](http://www.cps-k12.org)

The Synopsis is Kilgour's biweekly newsletter with important dates, principal updates and school events/activities.

**Sign Up Here:** <http://kilgourpta.org/resources/newsletter>.

**Kilgour School PTA Facebook Page:** The intent of the page is to inform the Kilgour parents & community of upcoming PTA events and direct them to more detailed info on the website. It's not an open forum, but used as an info stream. **It will not contain pictures or videos of Kilgour students or their whereabouts (e.g. field trips).**